

POLICY FAMILY	SEXUAL HARASSMENT	314
<div><div><div><u>314.</u></div><div>Substitute Teachers</div></div><div><div>Adopted 2/6/80</div><div>Amended 4/10/91</div><div>11/20/96</div><div>2/14/02</div></div></div>	<div>The Superintendent's office shall develop and maintain a list of substitute teachers in order Teachers to ensure the continuation of instructional programs in the absence of regularly assigned staff.</div> <div><div>1. All substitute teachers must hold an undergraduate degree from an accredited institution of higher learning.</div><div>2. Whenever possible, substitute teachers should also be certified by the Massachusetts Department of Education.</div><div>3. No substitute teacher shall be employed without the consent of the Superintendent of Schools.</div><div>4. School administrators will notify the Director of Human Resources if a substitute teacher does not meet the standards of the Shrewsbury Public Schools. The Director of Human Resources will determine when individuals are to be removed from the substitute list.</div><div>5. Administrators in each building will provide substitutes with written information about school procedures.</div><div>6. The Superintendent will periodically review the compensation of substitute teachers and make recommendations for adjustments to the School Committee.</div></div>	